

(Name of Owner/Business)
(Address of Owner/Business)
(Address of Owner/Business)
(Phone #)

**SCOPE OF WORK AND FINANCIAL CAPACITY
(Address of Violation)**

General: Scope of Services

DATE _____

1. Provide information from qualified design, design-build, contracting and/or sub-contracting agency or agencies that will furnish all labor, equipment and materials necessary to:
Perform permit acquisition process
Perform repairs to include, but not limited to, the following:
 - a) Repair/replace roof system
 - b) Repair/replace interior walls
 - c) Repair/Replace existing doors
 - d) Repair/Replace existing windows
 - e) Prime and paint exterior and interior walls
 - f) Foundation Repairs
 - g) Electrical
 - h) Plumbing
2. Project completion date must be included.
3. Attach proof of financial ability, such as a letter of credit from a financial institution.
4. Provide contact information for any immediate concerns.

ABC Co.
123 Any St
San Antonio, Texas 78200
(210) 555-1212

SCOPE OF WORK 100 White

General: Scope of Services

Date: July 15, 2008

1. ABC Co.

Construction to include the following:

- a) Construct new roof system
- b) Construct new interior walls
- c) Repair/Replace existing doors
- d) Repair/Replace existing windows
- e) Prime and paint exterior and interior walls
- f) Foundation Repairs
- g) Electrical
- h) Plumbing

2. The Completion Date shall be 26 weeks from July 15, 2008.

Timeline: 26 weeks

- Week 1: Graffiti Removal and Yard clean up
- Week 2: Obtain Dumpster, Obtain Building Permits, Gut Interior
- Week 3: Exterior Walls will be removed and replaced
- Week 4 thru 7: Reconstruct Roof System to include fascia boards
- Week 8 thru 9: Reconstruct Interior Walls
- Week 10: Replace Windows
- Week 11: Replace or Repair Doors
- Week 12: Paint Interior Walls
- Week 13: Paint Exterior Walls
- Week 14: Trim shrubbery in front yard
- Week 15: Clean up debris
- Week 16 thru 21: (Obtain License and Bonded Contractor) Require electrical and obtain proper permits.
- Week 22 thru 25: (Obtain License and Bonded Contractor) Repair broken sewer at service lateral
- Week 26: Clean all construction debris, Remove Dumpster

3. Financial Availability:

Loan Pre-Approved in the amount of \$20,000 by 123 Bank in San Antonio, TX.

4. Contact Information:

ABC Co.
C/O John Doe
123 Any St
San Antonio, Texas 78200
(210) 555-1212 wk
(210) 555-5512 hm